

Message


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**From:** Robbins, Chris [Robbins.Chris@epa.gov]  
**Sent:** 12/8/2020 4:40:03 PM  
**To:** Codrington, Tabitha [Codrington.Tabitha@epa.gov]  
**CC:** Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]  
**Subject:** Re: URGENT: FW: ORD Spreadsheets

Ok. Thx!

Sent from my iPhone

On Dec 8, 2020, at 11:39 AM, Codrington, Tabitha <Codrington.Tabitha@epa.gov> wrote:

See Lisa's note below. We will need to give  something on our spreadsheet.

The minimum Bonus I can give him is    
<image002.png>

I'm playing around with the spreadsheet now.

-Tabitha

<image003.jpg>

**United States Environmental Protection Agency**

Executive Resources Program Manager

Office of Resource Management (ORM), Immediate Office

Office of Research and Development

Mail Code: AA216-02

Research Triangle Park, NC 27709

**Phone #: 919-541-3160**

**Mobile #: 919-236-9698**

Feel free to send me a [Microsoft Teams](#) or [Skype](#) message for faster response.

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**From:** Matluk, Lisa <Matluk.Lisa@epa.gov>  
**Sent:** Tuesday, December 08, 2020 10:56 AM  
**To:** Codrington, Tabitha <Codrington.Tabitha@epa.gov>  
**Cc:** Ramsey, Ashley <Ramsey.Ashley@epa.gov>; Pugh-Feaster, Aurelia <Pugh-Feaster.Aurelia@epa.gov>  
**Subject:** RE: ORD Spreadsheets

Hi Tabitha,

All non-career SES members are to be treated as if they are career SES members on the sheet, including shares, pay, and applicable bonus, as their salary contributed to the bonus pool. OHR Executive Resources will back out their pay increases and bonuses as necessary at the end of the process, according to what comes out in the final Executive Schedule.

Thanks,

**Lisa Matluk, OHR**

(202) 564-2171; [Matluk.Lisa@epa.gov](mailto:Matluk.Lisa@epa.gov)

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**From:** Codrington, Tabitha <Codrington.Tabitha@epa.gov>

**Sent:** Tuesday, December 8, 2020 10:21 AM

**To:** Matluk, Lisa <Matluk.Lisa@epa.gov>; Pugh-Feaster, Aurelia <Pugh-Feaster.Aurelia@epa.gov>

**Cc:** Ramsey, Ashley <Ramsey.Ashley@epa.gov>

**Subject:** ORD Spreadsheets

Hi, Lisa,

I met with Jennifer Orme-Zavaleta (ORD DAA) this morning to finalize our spreadsheet in order to meet the noon submission deadline. One question that we were unable to answer was how do we factor in Ex. 5 Deliberative Process (DP) (non career SES). There was some discussion that he would not be eligible for a bonus bc this is presidential election year. Based on that information, we did not recommend a bonus for him. Is that acceptable at this point?

Thanks,  
Tabitha

<image001.jpg>

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